

# JOSEPH P. CIURRO, CPA

## OBJECTIVE

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To serve as a trusted member of the management team for the City of Waukesha where I can apply my education and seventeen years of financial management, capital planning and team development experience.

## PROFESSIONAL EXPERIENCE

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Dec 2017 – Present      Waukesha Water Utility      Waukesha, WI  
*Administrative Services Manager*

- Supervise nine employees in a department responsible for utility billing, customer service, metering, cash receipting and accounting and budgeting activities, which includes all period-end closing procedures and reporting, capital improvement planning and annual operating budget creation.
- Serve as a member of the management team in collaborative environment to determine operational needs, the necessity of desired projects and the related fiscal impacts.
- Develop a long-term revenue and expense projection associated with both the water and return flow portions of Waukesha's new water supply (i.e. Great Water Alliance) project.
- Create a forward looking \$200M+ debt management plan of current and future general obligation bonds, state revolving loans (CWF & SDW) and federal loans, such as WIFIA, that will fund the Great Water Alliance project and future routine water infrastructure replacements.

Jan 2016 – Dec 2017      City of Dunedin, FL      Dunedin, FL  
*Director of Finance*

- Serve as a member of the executive management team, advising the City Commission, City Manager and all department directors on the financial impacts and feasibility of desired contracts and projects.
- Manage a team of eight staff organized in a department that is responsible for:
  - accounting activities such as accounts payable, accounts receivable, cash receipts and all period-end closing procedures and reporting;
  - budget preparation activities such as capital improvement planning and annual budget creation across governmental, business-type and internal service funds; and
  - procurement activities such as managing competitive bidding processes and purchase card program oversight for the entire organization.
- Create an investment plan that maximizes return while maintaining an appropriate level of safety and liquidity for City funds.
- Manage outstanding long-term debt while analyzing future borrowing and funding opportunities.

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PROFESSIONAL EXPERIENCE (CONTINUED)

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Nov 2011 – Jan 2016      City of Largo, FL      Largo, FL

*Assistant Finance Director/Chief Accounting Officer*

- Supervise ten staff members who are responsible for financial activities such as payroll, accounts payable, utility billing (sewer/stormwater/refuse), accounts receivable and cash receipts.
- Manage the entire preparation process of each year's Annual Comprehensive Financial Report.
- Serve as a power user for the integrated enterprise software (accounting, budgeting and payroll/HR).
- Manage long-term debt repayment schedules and calculations of debt covenant coverages.
- Responsible for monthly and year-end general ledger maintenance.

Jan 2010 – Oct 2011      Village of Hartland, WI      Hartland, WI

*Finance Director/Treasurer*

- Manage the budget/tax roll preparation process from start to finish.
- Oversee the 5-year capital improvement plan and related debt issuance.
- Prepare workpapers and year-end reports associated with the audit such as the financial statements and Public Service Commission Annual Report.
- Manage daily financial activities such as cash receipting and customer service associated with utility billing (water/sewer) and property taxes.

Sept 2004 – Dec 2009      Baker Tilly Virchow Krause, LLP      Milwaukee, WI

*Public Sector Staff Accountant/Senior Accountant*

- Plan and conduct financial and single audits of municipalities, utility districts and school districts.
- Prepare client financial statements and Public Service Commission annual reports.
- Train and supervise staff during audit engagements and financial statement preparation.
- Interview and recruit potential candidates for various levels in the organization.
- Prepare and present training seminars for various experience levels.
- Develop relationships with current and potential clients to begin, maintain and expand services.

EDUCATION

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May 2004      University of Wisconsin – Eau Claire      Eau Claire, WI

*Bachelor of Business Administration. Major in Accounting*

